

CLERK TYPIST II

FUNCTION OF THE JOB

Under supervision, to perform advanced clerical and keyboarding tasks which are complex, responsible, and varied; and to perform other duties as required.

DISTINGUISHING FEATURES OF THE CLASSIFICATION

Advanced-level work which is varied, difficult, and increasingly responsible. Work allows some independence of action, and requires an increased degree of accuracy and exercise of independent judgment in carrying out established procedures in accordance with general instructions. Work methods follow standard procedures, but independent judgment or specific instructions may be required in applying procedures and precedents in unusual cases. Decision making authority may be described as a freedom of choice from among learned things which generally follow a well-defined pattern. Work requires the consistent use of a keyboard.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

The majority of duties performed are to be of the nature described below; however, positions in this classification may perform some duties which are normally associated with other classifications.

1. Types or keys and proofreads a variety of complex documents from rough draft, plain copy, dictated material, or a variety of other sources requiring knowledge of various layouts and designs (e.g. correspondence, reports, forms, spreadsheets, invoices, vouchers, minutes, notices, statistical or financial data, charts, newsletters, requisitions, contracts, specifications, and other similar materials).
2. Initiates and composes correspondence, forms, and reports from general instructions.
3. Acts as a receptionist, greets and directs visitors, answers the telephone, works at a counter assisting the public, and provides a variety of detailed information regarding department functions and procedures in response to telephone or personal inquiries.
4. Maintains a variety of complex filing systems by alphabetical, numerical, or other order, and updates files according to general procedures.
5. Maintains, updates, and verifies for accuracy and completeness a variety of complex records; approves, processes, and routes documents in accordance with general procedures; and resolves discrepancies.
6. Compiles and analyzes a variety of complex information from various sources, and prepares records and reports from that information.
7. Performs simple bookkeeping tasks and maintains simple account records.
8. Acts as a cashier, receives payments for fees or bills, writes receipts, and prepares daily transaction balances.
9. Maintains routine payroll records.
10. Operates a variety of modern office equipment such as a typewriter, computer, word processing equipment, copy and microfilm machine, fax machine, adding machine, and calculator.
11. Establishes and maintains effective working relations with co-workers, employees, and the public.
12. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Considerable knowledge of modern office practices, procedures, and equipment.

QUALIFICATIONS

Essential Knowledge and Abilities (cont.)

2. Considerable knowledge of business English, spelling, grammar, punctuation, correspondence formats, and arithmetic.
3. Considerable knowledge of a variety of complex report layouts and designs including spreadsheet formats, and the use and content of headings, subheadings, and tabulation.
4. Some knowledge of departmental programs, operations, and policies with respect to general functions performed.
5. Some knowledge of unique or specialized terminology specific to the assigned unit.
6. Ability to type or operate a keyboard at a speed of at least 50 net words per minute.
7. Ability to make minor decisions in accordance with standard procedures in a variety of situations.
8. Ability to accurately perform basic math and bookkeeping calculations.
9. Ability to establish and maintain a variety of complex files and records.
10. Ability to understand and follow complex oral and written instructions.
11. Ability to review documents for accuracy and completeness and resolve discrepancies.
12. Ability to deal with the public in an effective, courteous, and timely manner.
13. Ability to communicate effectively, both orally and in writing.
14. Ability to establish and maintain effective working relations.

Training and Experience

1. Graduation from high school or GED equivalent.
2. One (1) year of post high school office experience including typing duties.
3. One year of recognized post high school training in business, secretarial science, or closely related field may substitute for the work experience requirement.